

Fairfield Housing Authority CHANGE OF OWNERSHIP

Instructions: Complete this form and an IRS W-9 to report a change in property ownership. Submit both documents with the grant deed or proof of ownership to the Fairfield Housing Authority for processing.

NOTE:

- The property may have multiple owners, but the payee for the monthly Housing Assistance Payment (HAP) will be the name provided on the W-9.
- It is not the responsibility of the Fairfield Housing Authority to split the HAP payment when ownership occurs mid-month. Adjustments should be made in escrow or between the seller and the buyer.
- It is the responsibility of the new owner to properly notify the tenant(s) of the ownership change. If applicable, please notify the tenant in writing of the new address to pay their portion of the rent.
- Any missing or incomplete information will delay the request.

UNIT INFORMATION

Property Address: _____

Effective Date of the Ownership change: _____

Tenant Name: _____

Tenant Name: _____

If more than two tenants reside at the property address, provide additional information on the back of this form or attach separate list.

OWNERSHIP INFORMATION

Owner(s) Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: (_____) _____

OWNER CERTIFICATION

I certify the information provided is complete, true and correct.

Signature: _____ Date: _____